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C/RMO

Approved For Release 2002/01/23 : CIA-RDP78-05795A000600010051-4

6 February 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Name Tracing Course

1. Meeting: 5 February 1964

2. Present: SG: [REDACTED]

RID: [REDACTED]

DDP/TRO: [REDACTED]

CI: [REDACTED]

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3. Agreement: It was agreed in general that:

- (a) course primarily for active nametracers and JOIs--
nametracers to be identified by use of badge table,
and JOIs more or less directed to attend after
completion of Ops Course and during initial
assignment to desks.
- (b) course must be in Headquarters building
- (c) course should run about 5 days, part-time
- (d) course should use live materials as much as possible,
but see (e)
- (e) course should use prepared materials for name trace
exercises as well as requiring live name traces.
- (f) course should provide students with kits of pertinent
materials
- (g) course will be taught by representatives of RID and
CI Staff, and will be administered by OTR.

4. Content: Some of the matters to be discussed in the course
include: history, records systems, Records Handbook, auxiliary indices
(including machine programs), and CI collation and analysis.

5. Curriculum: CI Staff suggested that CI/RMO [REDACTED] with the
advice of nametracers such as [REDACTED] should draw
up a tentative curriculum for submission to the rest of the group. This was
agreed to, and [REDACTED] is underway on the chore.

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1 - CI/RA/C/PROG

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Excluded from automatic
downgrading and
declassification